

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Division of Child Care and Development
7 North Eighth Street, 6th floor, Richmond, VA 23219

Announces A Request for Applications (RFA)

For funding under the

Virginia School Age Child Care Grant

RFA Number: G-CCD-05-068

Issue Date: July 1, 2005

Location: Statewide

Submission Deadline: Wednesday, May 4, 2005 at 5:00 pm

Applications received after the deadline will not be opened or considered.
Send or hand-deliver all applications directly to:

Virginia Department of Social Services
Division of Child Care and Development
Attn. Carole Andrews
7 North Eighth Street, 6th floor
Richmond, VA 23219-3301

DO NOT FAX OR EMAIL APPLICATIONS.

An optional pre-proposal conference will be held at 10:00 am, Wednesday, March 30, 2005, at the Virginia Department of Social Services, 7 North Eighth Street, Richmond, Virginia, in the Vault Level Conference Room B.

All requests for information should be directed to Carole Andrews, Grant Administrator, at the address above or by telephoning (804) 726-7643.

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I. INTRODUCTION

Purpose

The purpose and intent of this Request for Application (RFA) is to solicit proposals from the public and private, incorporated agencies and organizations in Virginia to create school and community partnerships that develop, support, and/or enhance quality Before and After School Child Care Program services for Virginia's low-income families and children. This grant is limited to school-age children **ages 5 through 12 only**. Before and after school child care programs must be provided in public or private school facilities or in community centers. The School Age Child Care Grants (SACC) are competitive grants awarded annually by the Virginia Department of Social Services (the Department).

Eligible Applicants

Statewide non-profit organizations, community-based organizations, school districts, institutions of higher education, or state and local governments in public or private school facilities or in community centers that provide before and after school child care for children ages 5-12 may apply. Allocations are being made available so communities may expand before and after school child care programs and significantly increase the quality of the programs to better meet the needs of children and families.

Funding Available and Grant Period

A total of approximately \$350,000 is available from the federal Child Care and Development Grant funds. The 2006 School Age Child Care Grant will award funding to no more than twelve (12) applicants. The maximum award to an applicant may not exceed \$50,000. Not all awards will be \$50,000. These are competitive grants and only the highest quality proposals with measurable outcomes and parental involvement will be awarded funding. A minimum of 10% cash or in-kind match is required. **Funding for program salaries may not exceed 25% of the award unless it is specifically used to pay salaries for child care staff to exceed Virginia Child Care Licensing Standards.** The funding period for grants will be **July 1, 2005** through **June 30, 2006**. All funded programs are expected to start funded projects within 30 days of receiving a signed contract.

How to Apply

Applicants requesting funding must submit one original and five (5) copies of the School Age Child Care Grant Application. Submitted applications must be typed. Applications must be received by the Virginia Department of Social Services, Division of Child Care and Development, Attn. Carole Andrews, 7 North Eighth Street, 6th Floor, Richmond, Virginia 23219-3301 no later than 5:00 p.m. on Wednesday, May 4, 2005. Applications submitted on-line, or faxed, and applications received after the deadline will **not** be considered.

Copies of this grant application, including the necessary grant application forms and instructions, may be printed from the DSS website. This may be accessed at <http://www.dss.state.va.us> by clicking on Grants at the top of the page. All of the Department's grant award notices are published on this website.

If you have additional questions regarding the grant application, please contact:

Carole Andrews, Grant Administrator/Program Consultant
Department of Social Services
Division of Child Care and Development
7 North Eighth Street, 6th Floor
Richmond, Virginia 23219-3301
Telephone Number: 804-726-7643

II. PROGRAM OVERVIEW AND REQUIREMENTS

Program Overview

The School Age Child Care Grants (SACC) are competitive grants awarded annually. These funds are specifically for school age child care activities. This grant is limited to child care for school age children ages 5-12. Funds may be used to:

- Improve quality indicators of existing Before and After School programs
- Develop Before and After School Quality Programs where none have existed
- Expand the capacity to serve low income families.

There is approximately \$350,000 allocated for fiscal year 2006. The award period will be July 1, 2005 through June 30, 2006.

Program Requirements

- A. 1. To plan, develop, or establish quality child care services for before and/or after school care for children between the ages of 5-12; or
2. To expand or improve existing child care services for before and/ or after school care; or
3. To plan, develop and implement community awareness activities or professional training for potential school age child care providers, which will encourage interest in and provide specific information on the development and implementation of new school age child care programs. Examples of professional training topics for school age child care staff include: Peer Mentoring Programs; Conflict Resolution for the School Age Child; Health and Safety in After School Programs; Promoting Character and Leadership; Sports and Fitness; How to Stop Bullying; Cultural

Diversity and Promoting Emotional and Mental Health for the School Age Child.

4. All grantees must meet applicable licensing requirements though funds may be spent to assist provider licensure, with certain stipulations.
5. Public awareness/outreach to low-income working families would be expected of all funded programs. Funded programs should give priority to meeting the needs of children from low-income families and children with special needs, in keeping with federal rules and regulations.

Within the above broad categories, agencies may apply for before and/or after school care program components that are associated with the initial costs of planning or expanding child care.

Funds may be used for equipment, computers (desktop only), supplies, professional development, staff salaries and benefits, and other purposes which can demonstrate as directly related to program start up, expansion and/or quality enhancement. Grant awards may not be used to purchase or improve land, or to purchase, or permanently improve any building or facility. Minor remodeling and upgrading of child care facilities to meet state and local child care standards, including applicable health and safety requirements, are allowable if needed to expand capacity. Funds may not be used for the purchase of buses, vans, automobiles, televisions or camcorders.

To obtain funds for operations to continue existing before and after school programs wherein no expansion or improvement is planned, Before and After School Child Care Programs must target low income children and families and enable these children, whose families lack adequate financial resources, to participate.

Agencies may request funds for costs associated with technical assistance and training for providers to increase the quantity and quality of school-age child care programs in Virginia.

Quality School Age Child Care

A quality school age child care program is not simply a longer school day. A quality child care program is a comprehensive program of learning and care that promotes positive growth and development for children in the cognitive, linguistic, social, physical, and emotional domains. Quality programs prevent immediate and cumulative risks to the health, safety and well-being of each child. It is different in both structure and content. Components of a quality program include, but are not limited to, the following:

- Relationships: Developing and maintaining positive, responsive, respectful, supportive interactions among and between children, parents, colleagues and the community.

- **Parental Involvement:** All aspects of the program are designed to facilitate parental involvement. Staff provides daily information with parents about their child's needs and activities. Written information about the program is provided to parents. Resources are shared with parents to support them in the parenting role.
- **Programming:** To serve the needs of school-age children, the program should provide the opportunity for: Creative Dramatics, Science, Art, Quiet and Homework Time, Small Group Games, and Active, Large Group Space. There is a balance of quiet and active learning and play.
- **Child Care Staff:** Child care staff members are educated about child development, specifically for school age children ages 5 through 12, and are able to speak and write business English to promote language development.

Applicants may target certain populations in their funding requests such as children with disabilities, the older elementary child, the academic under-achiever, the homeless child or the disadvantaged school-age child.

Applicants may request funding up to \$50,000. **Child care services must be for children between the ages of five (5) through twelve (12).** Child care services may be provided in any public or private facility including schools, recreation centers, community centers, or other settings.

Community Centers are defined as facilities operated by non-profit community based organizations for the provision of recreational, social, or educational services to the general public.

School-Age Children are defined as children ages five (5) through twelve (12).

School Facilities are defined as classrooms and related facilities used for the provision of education.

B. **Expected Outcomes-** Provide a brief statement of the desired outcomes of the grant program. Outcomes must be measurable.

III. APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS

In order to be considered for funding, all applicants must submit an original and five (5) copies of the following documents in the following order:

1. ATTACHMENT A: Grant Application Cover Sheet (with original signatures)
2. ATTACHMENT B: Federal Program Assurances: SF-424B and W-9
3. ATTACHMENT C: General Grant Conditions and Assurances (with original signatures)
4. ATTACHMENT D: Activities and Outcomes Section
5. PROPOSED BUDGET – must include both
 - a. Itemized Budget form and
 - b. A clear explanation of expenses in narrative form. Failure to provide a budget narrative will result in rejection of the application. Narrative may not exceed five (5) pages and must be typed.
6. MINIMUM OF ONE CURRENT LETTER OF SUPPORT THAT INCLUDES BOTH FINANCIAL AND PROGRAMMATIC SUPPORT
7. Other Required Attachments
 - a. Copy of the most recent licensing inspection summary
 - b. Copy of facility license
 - c. Copy of most recent licensing complaint report, findings and corrective action
 - d. Copy of the organization's by-laws and/or mission statement

Applications must be signed by an authorized representative of the applicant organization. Failure to submit all information requested may result in the Department requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Applications which are substantially incomplete or lack key information will be rejected by the Department. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

1. GRANT APPLICATION COVER SHEET

A Grant Application form has been provided and shall be submitted as the cover page of the grant application. Applications, which lack required original signatures on the original request, will not be considered.

2. REQUIREMENTS AND ASSURANCES

Federal Assurances Form SF-424B and Form W-9 must be completed. Proposals that lack original signatures will not be considered.

3. WORK PLAN NARRATIVE

Narratives that are concise and specific will be viewed most favorably. The work plan **narrative cannot exceed five (5) pages** and must be organized in a manner that clearly addresses each of the following in the order listed:

- A. Project Description – provide a short summary of the proposed project that includes the need for the program.
- B. A brief summary of goal(s), objective(s), and key activities proposed.
- C. Indication of the number of clients/geographical area to be served.
- D. A plan for the Continuation of the Project.
- E. A plan to provide program oversight.

4. OUTCOMES

- A. Describe specifically, the outcome(s) you expect to achieve by implementing the proposed project and how the outcomes will be measured.
- B. State the measurable outcomes of the proposed initiative, and list the activities planned to achieve the goals and objectives established.
- C. Include the timelines for the proposed initiative.

5. PROPOSED BUDGET

Complete the Itemized Budget Sheet. Attach to the Itemized Budget Sheet a budget narrative that includes a) a description of each proposed expenditure, and b) justification for the proposed expenditure by explaining the need for it. Dollar amounts for in-kind match must be thoroughly described and justified.

All expenses included in the application must be allowable under federal and state regulations, must be reasonable and necessary and must apply directly to the project.

Federal regulations specify that funds **may not** be used to:

- Make case payments to intended recipients of school-age services including child care services;
- Pay for construction or renovation;
- Provide sectarian purpose or activity, including worship or instruction; or
- Satisfy any requirement for the expenditure of non-federal funds or a condition for the receipt of federal funds.

8. LETTERS OF SUPPORT or COLLABORATIVE AGREEMENTS

One current letter of support (collaborative agreement) from agencies and organizations directly involved in the proposed program or activity must be included.

IV. PROCESS OF REVIEW AND CRITERIA FOR AWARD

Grant applications will be reviewed by a panel of individuals who have demonstrated expertise in child care and development and/or state licensing requirements and will make programmatic and budgetary recommendations for grant awards.

A. Specific Criteria To Be Used By Grant Reviewers

1. Documentation of Need: 20 points
 - a. Evidence of needs/risks
 - b. Demonstration of need for this funding in light of other funding being received in the community
2. Evidence of Capacity and Support: 20 points
 - a. Evidence of effective coordination of related efforts in the community
 - b. Evidence of a plan for continuation of programs/activities when grant funding ends
3. Quality of Project Design: 40 points
 - a. Strategies of the plan provide the capability to serve more children and families
 - b. Program identifies and incorporates quality components of child care
 - c. Needs of children and families are clearly identified
 - d. Reflects best practice for after school child care
 - e. Includes on-going professional development and education for child care staff in such areas as: Conflict Resolution for School Age Children; Guidance of Social-Emotional Development; Peer Leadership; Making the Most of Your Physical Environment, etc.
 - f. Demonstrates an interagency, collaborative approach to delivering project services and achieving outcomes
 - g. Includes Parental and Family involvement
4. Plan for Evaluation: 20 points
 - a. Evaluation Measures project outputs (quantity) and outcomes (quality) of services
 - b. Utilizes researched-based instruments, when practicable
 - c. Outcomes are based on the stated goals, objectives and activities

B. Award to Grantees:

The Request for Applications process is a competitive process and awards are given based on a review of criteria defined within the RFA and negotiations of final terms. The Department reserves the right to award single or multiple

awards. The Department may, with a written explanation, withdraw the RFA or reject applications at any time prior to the award.

V. REPORTING REQUIREMENTS

Quarterly reports detailing progress made as compared to the completed work plan submitted with this application, along with an invoice for allowable expenditures, shall be submitted to the Department within 30 days after the end of each quarter. Barriers to meeting objectives outlined in the work plan shall be reported, and solutions to such barriers shall be explored and shall be included in the quarterly reports. Quarterly reports may not be handwritten. ***Any licensing complaint report and outcome of a licensing investigation shall be attached to the quarterly report.*** The Department reserves the right to conduct on-site monitoring inspections. Grant recipients must have the capability to communicate through email.

VI. APPLICATION FORMS

- A. GRANT APPLICATION COVER SHEET
- B. FEDERAL PROGRAM ASSURANCES
- C. GENERAL GRANT CONDITIONS AND ASSURANCES
- D. ACTIVITIES/OUTCOMES
- E. ITEMIZED BUDGET
- F. QUARTERLY PROGRESS REPORT

GRANT APPLICATION COVER SHEET

Virginia Department of Social Services
Division of Child Care and Development

7 North Eighth Street- 6th Floor
Richmond, Virginia 23219-3301

The grant application package may be printed from the following Department's web site at <http://www.dss.state.va.us>

Grant Program – List the grant program for which you are applying.

Applicant - Use this space to provide the name of your organization.

Applicant FIN – Use this space to provide the applicant's federal Taxpayer Identification number.

Jurisdiction(s) Served - List all localities to be served; or indicate "statewide" if that is appropriate.

Program Title - List the specific title of the grant program category, if any, under which you are requesting funds; for example "Multidisciplinary Partnerships."

Grant Period -Provide the proposed grant period.

Type of Application – New, Continuation or Revised application

Project Director, Project Administrator, and Project Finance Officer

Project Director - The person who will have day-to-day responsibility for managing the project.

Project Administrator - The person who has authority to formally commit the not-for-profit organization, locality or state agency to comply with all the terms of the grant application including the provision of the required cash match. This **must** be the chief executive officer of the applicant organization, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Project Finance Officer - The person who will be responsible for fiscal management of funds.

It is extremely important that you provide fax as well as telephone numbers for each person. Grant recipients must also have an e-mail address.

Project Budget Summary – Total figures from "Itemized Budget."

**Virginia School Age Child Care Grant
GRANT APPLICATION COVER SHEET**

Department of Social Services 7 North Eighth Street, Richmond, Virginia 23219-3301

Request for Application Number G-CCD-05-068

Grant Program:			
Applicant:			
Address:			
Applicant Federal ID Number:			
Jurisdiction(s) Served:			
Program Title:			
Grant Period:			
Type of Application:	<input type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number: _____ <input type="checkbox"/> Revision of Grant Number: _____		
	Project Director	Project Administrator	Finance Officer
Name:			
Title:			
Address			
Phone:			
Fax:			
E-mail:			
Signature of Project Administrator/Director:			
Project Budget Summary			
VDSS Funds	Match, if required	Grand Total	
\$	\$	\$	

ATTACHMENT A

Authorized Certifying Officials of each provider association applying for funding must sign the following forms to be considered for this grant:

SF 424B – Assurances – Non-Construction Programs

1. Hold the “CTRL” key down while clicking on the link below to access form SF424B – Assurances – Non-Construction Programs, **OR** simply click on the link below to access the form:

<http://www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf>

2. Once the form is accessed, click on “File,” then “Print.”
4. Read, sign and include form “SF424B – Assurances – Non-Construction Programs” with your completed application.

**W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER (S) AND
CERTIFICATION**

Each person or organization doing business with the Commonwealth of Virginia must provide the following information. Please return this form in the enclosed envelope.

ORGANIZATION ENTITY:

Please provide reportable name where applicable.
of form)

- ☐ Original Submission
☐ Additional Address (see back
☐ Address Correction

Check Only One:

- | | | |
|--------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Governmental | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Estate | <input type="checkbox"/> Other (Please Describe) | |

Social Security Number and or
Identification Number

Employer

ENTER THE FOLLOWING:

Legal Name

(Must match the Social Security Number, if applicable)

Trade Name

(Must match the Employer Identification Number, if applicable)

Payment Address: _____

IRS 1099 Form

Mailing Address:

DUNS # _____

Contact Person: _____
() - _____

Phone Number:

Please respond to the following:

- | | | |
|------------------------------------|------------------------------|-----------------------------|
| Are you a United States citizen? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Is your organization tax exempt? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a Real Estate Agent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a Minority owned business? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Are you a Woman owned business? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Are you a Small business? Yes ☐ No ☐
Are you a Faith-Based Organization Yes ☐ No ☐

If you are a Minority owned business, please indicate the type of Minority:

☐ African American ☐ Hispanic American ☐ Native American
☐ Asian-Pacific American ☐ Sub-Continent Asian American ☐ Other Minority

Are you registered with the Department of Minority Business Enterprise? ☐ Yes ☐ No
If yes, enter certificate number: _____

Certification: Under penalties of perjury, I certify that:

1. The number(s) shown on this form is my correct taxpayer identification number(s) (or I am waiting for a number to be issued to me).
2. The organization entity and all other information provided is accurate.
3. I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding because of a failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
4. I am a U.S. person (including a U.S. resident alien).

(You must cross out item (3) above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.)

Signature _____ Date _____

Additional Address

If you have more than one shipping address and/or Purchase Order Address please list these addresses on a separate sheet of paper and attach it to your W-9 form. Identify each type of address as shipping or Purchase Order address. Please include your DUNS number for each site. If you don't have a DUNS number you may obtain one by calling 1-888-814-1435.

Definitions:

- **Small Business** means a corporation, partnership, sole proprietorship or other legal entity formed for the purpose of making a profit, which is independently owned and operated, and has fewer than 100 employees or less than \$1,000,000 in annual gross receipts.
- **Woman-owned Business** means a business concern that is at least 51 percent owned by a non-ethnic woman or women (a woman minority is considered a minority) who are U.S. citizens and who also control and operate the business. "Control" in this context means exercising the power to make policy decisions. "Operate" in this context means being actively involved in the day-to-day management of the business. "Ownership" in this context includes stock ownership. **(Please note that when reporting results, a business that is owned and operated by a minority woman will be reported as a minority-owned business and a business that is owned and operated by a non-minority woman will be reported as a woman-owned business.)**
- **Minority-owned Business** means any business concern that is at least 51 percent owned by a minority individual or individuals (who are U.S. citizens) who also control and operate the business. "Control", "Operate" and "Ownership" have the same meanings as mentioned above. "Minority" includes African Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent-Asian Americans, and other minorities. "Native Americans" include American Indians, Eskimos, Aleuts and Native Hawaiians. "Asian-Pacific Americans" include U.S. citizens whose origins are in Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Northern Marina Islands, Laos, Kampuchea (Cambodia), Taiwan, Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Republic of the Marshall Islands, or the Federated States of Micronesia. "Subcontinent-Asian Americans" include U.S. citizens whose origins are in India, Pakistan, Bangladesh, Sri Lanka, Bhutan, or Nepal.
- **Faith-Based Organizations: If you consider yourself a Faith-Based Organization, please indicate on the front of the form in response to the question "Are you a Faith Based Organization?"**

- **Department of Minority Business Enterprise:** If you have not registered with the Virginia Department of Minority Business Enterprise, please do so at your earliest convenience. Additional information may be obtained at their website, <http://www.dmb.state.va.us>.

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant for federal funds administered by the Virginia Department of Social Services (VDSS) gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant will comply with all applicable provisions of the funding source and the Virginia Department of Social Services (VDSS) Program Guidelines and Application Procedure Manual for Grants and the applicable Active Program Guide for Applicants.
2. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Social Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
3. **CHANGES TO THE AGREEMENT:** Changes can be made to the grant agreement. The parties may agree in writing to modify the Program Overview and Requirements. An increase or decrease in the price of the agreement resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the Program Overview and Requirements.
4. **DEFAULT AND/OR CANCELLATION OF GRANT:** In the case of failure to deliver services in accordance with the terms and conditions, VDSS, after due oral and written notice, may obtain them from other sources. The purchasing agency reserves the right to cancel and terminate any resulting grant, in part or in whole, without penalty, upon thirty (30) days written notice to the grantee. In the event the initial grant period is for more than 12 months, the resulting grant shall be terminated by either party, without penalty, after the initial 12 months of the grant period upon thirty (30) days written notice to the other party. Any grant cancellation notice shall not relieve the grantee of the obligation to deliver and/or perform all services agreed to prior to the effective date of cancellation.
5. **INSPECTION AND AUDIT:** The applicant agrees to retain all books, records, and other documents relative to this grant for five (5) years after final payment, or until audited by the Commonwealth of Virginia. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period. The applicant further agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments" or the Single Audit Act and OMB Circular A-133.
6. **ANTI-DISCRIMINATION:** The applicant certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this grant, the applicant agrees as follows:
 - a. The applicant will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the applicant. The applicant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The applicant, in all solicitations or advertisements for employees placed by or on behalf of the applicant, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
2. The applicant will include the provision of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to VDSS.

7. ETHICS IN PUBLIC GRANTS ADMINISTRATION: By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
8. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, the applicants certify that they do not and will not during the performance of this grant employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
9. QUALIFICATIONS OF APPLICANTS: VDSS may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the work and the applicant shall furnish VDSS all such information and data for this purpose as may be requested. VDSS reserves the right to inspect applicant's capabilities. VDSS further reserves the right to reject any application if the evidence submitted by, or investigations of, such applicant fails to satisfy VDSS that such applicant is properly qualified to carry out the obligations of the sub grant and to complete the work contemplated therein.
10. NONDISCRIMINATION OF APPLICANTS: An applicant shall not be discriminated against in the solicitation or award of this grant because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this grant is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided to this grant objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
11. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that VDSS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
12. RENEWAL OF GRANT: This grant may be renewed by VDSS upon written agreement of both parties not to exceed two (2) successive one year periods, under the terms of the current grant, and at a reasonable time (approximately 60 days) prior to the expiration.
13. APPLICANT PERFORMANCE: The purchasing agency may monitor and evaluate the applicant's performance under the grant through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the applicant's services or operations, audit reports, and other mechanisms deemed appropriate by the purchasing agency. Performance under this grant shall be a primary consideration for extension of this grant and may be a consideration in future grant awards and negotiations.
14. CONFIDENTIALITY: Any information obtained by the applicant concerning recipients of services under this agreement shall be treated as confidential in accordance with relevant provisions of State and federal law.
15. OWNERSHIP OF MATERIAL: Ownership of all data, material and documentation originated and prepared for VDSS pursuant to the RFA shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an applicant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the applicant must invoke the protection of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.

- Any reports, studies, photographs, negatives, films, videos, or other documents prepared by the applicant in the performance of its obligations under this grant shall be the exclusive property of VDSS and all such materials shall be remitted to VDSS upon completion, termination or cancellation of this grant. The applicant shall not use, willingly allow or cause to have such materials used for any purpose other than performance of the applicant's obligations under this grant without the prior written consent of the purchasing agency.
16. FISCAL ADMINISTRATION: These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.
- A statement of grant award/acceptance will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of an award. Upon approval of the grant award, the grantee will be reimbursed for expenses on a **quarterly** basis according to the terms of the grant award. Therefore, the grantee must be prepared to pay expenses as they are incurred and then submit expenditure statements/request for funds on a **quarterly** basis to the Virginia Department of Social Services for reimbursement. The sub-grantee should allow 30 days from the time expenditure statements/request for funds are received by VDSS until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected.
 - The grantee will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.
17. COMPENSATION: to the grantee for delivered services shall be as follows:
- The grantee shall be paid on a cost reimbursable basis.
 - Actual expenditures shall be invoiced pursuant to approved line item budget categories.
 - No amendments to the approved budget may be made without the prior written request from the grantee and written approval from the Virginia Department of Social Services. *No more than two (2) budget amendments will be permitted during the grant period.* Budget amendments must be requested using the Budget Amendment Request form accompanied by a narrative.
 - All revenue from the sale of products derived through activities performed pursuant to this grant shall be reported to the purchasing agency and may be applied as an adjustment to defray costs for the purchasing agency.
 - The invoice period shall be **quarterly**. The grantee shall invoice the purchasing agency each **quarter** on forms supplied by the purchasing agency and shall submit an expenditure statement/request for funds and financial report showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the grantee fails to submit **quarterly** expenditure statements/request for funds and a financial report for such services within thirty (30) calendar days after the close of the **quarter** in which services were delivered. Expenditure statements/request for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the expenditure statement/request for funds. **Quarterly Reports must be typed. Handwritten reports will not be accepted.**
 - If the grantee fails to correctly provide any services and/or reports as specified in the terms and conditions of the grant, and in the time period specified, the purchasing agency may withhold payment of expenditure statements/request for funds until said services and/or reports are provided. All services provided by the grantee pursuant to this grant shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The grantee shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.

- The grantee shall be required to maintain accounting records to support all requests for reimbursement. These records shall be available for review by the State. Expenditures will be monitored by the Virginia Department of Social Services.

18. **DRUG-FREE WORKPLACE:** During the performance of this grant, the applicant agrees to (i) provide a drug-free workplace for the applicant's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the applicant that the applicant maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subgrant or purchase order of over \$10,000, so that the provisions will be binding upon each subapplicant or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific grant awarded to an applicant in accordance with this certification, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the grant.

19. **SMOKE FREE ENVIRONMENT:** By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or granted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

CERTIFICATION

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the General Grant Conditions and Assurances and all other federal and state laws and rules and regulations that apply to this award.

Authorized Official

Date

INSTRUCTIONS FOR COMPLETING ACTIVITIES/OUTCOMES FORM

Performance Measurement is a system for measuring the **results** of public programs.

Why Performance Measurement?

No longer are legislators and funders satisfied with allocating dollars and getting back reports of numbers served and program activities. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had, i.e. ***what effect or change has resulted from dollars invested and how a person's life or the community has been changed.***

Performance measurement starts with "the end in mind", e.g. what do you want to occur as a result of your service?

Performance measurement consists of:

High level outcomes: Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intending to achieve, e.g. to reduce child abuse and neglect, improve school performance, provide life skills for independent living.

Activities: List the key activities/initiatives proposed to achieve the goal(s) and objective(s) of the grant program.

Staff Responsible: Indicate the staff or organizations responsible for carrying out each activity/initiative.

Output: An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes*, e.g. the number of parents participating in parent education classes or the number of community presentations.

Outcomes: Interim improvements in participant's or community's progress towards a high level outcome. Interim outcomes reflect the more immediate or direct effects a program is intending to achieve. Outcomes typically address changes in participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to, a change or benefit in behavior, knowledge, skills, attitude, values or condition.

Outcome Measures: Documents the condition of clients after a service has been provided, e.g. increased skills, modified behavior, improved condition. Outcome measures address *qualitative outcomes*.

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

Example:

Strategy	Agency “x” will provide parenting classes for parents known to CPS
↓	
Staff Responsible	John Doe
↓	
Output	6 weeks, 2 hour sessions for 10-12 participants, during the period of 6/01/03 – 7/15/03
↓	
Interim Outcome	Parents will use redirection, positive reinforcement & praise to promote desired behavior.
↓	
Outcome Measure	80% of parents completing course will use redirection, praise and positive reinforcement as measured by “x” instrument.

OVERVIEW OF ACTIVITIES/OUTCOMES (Template)

FROM ____/____/____ TO ____/____/____ SUB-GRANTEE NAME _____
GRANT # GCCD-04-04 (Name of Organization)

HIGH LEVEL OUTCOME:

ACTIVITIES <i>What the service/initiative does.</i>	STAFF RESPONSIBLE	OUTPUT <i>What program produces. Service frequency, participant numbers, begin/end dates.</i>	INTERIM <i>OUTCOMES</i> FOR CHILD, FAMILY OR COMMUNITY <i>Qualitative results from activity. What difference will the service make?</i>	EVALUATION * <i>Qualitative & Quantitative Outcome Measures</i>

* Outcome measures may include surveys, interviews, rating scales, records, case plan goal attainment, observations, statistics, etc.

BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS

GRANT PERIOD: FROM ____ / ____ / ____ TO ____ / ____ / ____

SUB-GRANTEE NAME: _____

(Organization Name)

BUDGET CATEGORY	JUSTIFICATION (How costs were determined)	TOTAL DSS REQUEST	TOTAL MATCH AMOUNT
SALARIES			
EMP. BENEFITS			
POSTAGE			
RENT & UTILITIES			
EQUIPMENT			
PRINTING			
CONSUMABLE SUPPLIES			
TRAVEL			
OTHER (Specify)			
OTHER (Specify)			
OTHER (Specify)			
OTHER (Specify)			
TOTAL REQUESTED FROM DSS			

Note: Awarded funds cannot be used to supplant existing funds.

ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS

FROM ____/____/____ TO ____/____/____ SUB-GRANTEE NAME: _____
(Organization Name)

SALARIES (Not to exceed 25% of award)	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
STAFF POSITION				
1.				
2.				
3.				
4.				
5.				
6.				
TOTAL SALARIES REQUESTED FROM DSS	-----	-----	-----	

EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA				
PENSION/RETIREMENT				
HEALTH INSURANCE				
WORKER'S COMPENSATION				
UNEMPLOYMENT				
OTHER (SPECIFY)				
TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS	-----	-----	-----	

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

GRANT PERIOD: FROM ____/____/____ TO ____/____/____

SUB-GRANTEE NAME: _____
(Organization Name)

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<i>POSTAGE TOTAL</i>		
Administrative		
Program		
<i>RENT AND UTILITIES TOTAL</i>		
Rent		
Utilities		
Telephone		
<i>EQUIPMENT TOTAL</i>		
Equipment Purchase		
Equipment Rental		
<i>PRINTING TOTAL</i>		
Administrative		
Program		
<i>CONSUMABLE SUPPLIES TOTAL</i>		
Office		
Program		

(continued on next page)

ATTACHMENT E

ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

GRANT PERIOD: FROM ____/____/____ TO ____/____/____

SUB-GRANTEE NAME: _____
(Organization Name)

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<i>TRAVEL TOTAL</i>		
Administrative		
Program		
<i>OTHER TOTAL</i>		
Insurance		
Professional Fees		
Client Fund		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS:

\$ _____

ITEMIZED BUDGET - MATCH DOCUMENTATION

GRANT PERIOD: FROM / / to / / SUB-GRANTEE NAME:

BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE	CASH	IN-KIND VALUE	TOTAL MATCH
Salaries					
Employee Benefits					
Postage					
Rent and Utilities					
Equipment					
Printing					
Consumable Supplies					
Travel					
Other (Specify)					
Total Amounts Supplied by Match					

Progress Report
Virginia Department of Social Services
Division of Child Care and Development
7 North Eighth Street, 6th Floor, Richmond, Virginia 23219-3301

Grantee:		Grant Number:	
Project Title:		Date of Report:	
Grant Period:	To:	Final Report?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Project Completed:	Report Period Ending: 9/30 <input type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/>		
Program Administrator:		Project Director:	

This progress report is required as part of the program reporting requirements of the Virginia Department of Social Services. The report should include:

Program Activities and Issues

Describe in narrative form the progress of your project during this reporting period. If this is a final report, the report should be cumulative as well.

- A. Make reference to the project workplan describing any activities relative to the achievement of objectives. Explain any changes in projected activities and workplan time frames.
- B. Integrate within the narrative an analysis of the evaluation data to support the project outcomes.

Quarterly Status Report

Enclosed is a blank Status Report form. As part of this report, you should: (1) Transfer your workplan Activities, Outputs, and Outcomes to the appropriate columns on the blank quarterly status report form; (2) Fill in the column titled "Accomplishments" by briefly describing the progress made toward implementing each of the various activities during this reporting period; and the outcomes achieved. Progress made on project activities should be supported by any relevant documentation and/or data for performance measures.

Mail an original and one copy of this report, including this Face Sheet, the written narrative, and the Quarterly Status Report to: Carole Andrews at the Virginia Department of Social Services, Division of Child Care and Development, 7 North Eighth St, 6th Floor, Richmond, Virginia 23219-3301.

VDSS Use Only	
TA Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
Recommendation:	
Action Taken:	

QUARTERLY STATUS REPORT

Quarter: 1st ___ 2nd ___ 3rd ___ 4th

GRANTEE NAME: _____

GRANT #: GCCD-04-04

INTERIM OUTCOMES (as stated on Approved Workplan): _____

Strategies / Activities this quarter	Achievements this quarter	Outputs/ Numbers Served	Problems/Changes*
1)			
2)			
3)			
4)			

* Attach any licensing complaint reports from this quarter and subsequent findings/recommendations/corrective action plan.

QUARTERLY STATUS REPORT

Quarter: 1st ___ 2nd ___ 3rd ___ 4th ___

GRANTEE NAME: _____

GRANT # GCCD-04-04

Activities this quarter	Outputs	Outcomes	Accomplishments
1)			
2)			
3)			
4)			
5)			

Issues & Comments:

QUARTERLY FINANCIAL STATUS REPORT

NAME OF GRANTEE: _____

Quarter: 1st ___ 2nd ___ 3rd ___ 4th ___

Budget Category	a. Total Approved Budget	b. Expenditures Previously Reported	c. Expenditures This Quarter	d. Unliquidated Obligations	e. Total Expenditures Year To Date
Salaries & Wages					
Benefits					
Postage					
Rent and Utilities					
Lease/Purchase Equipment					
Printing					
Consumable Supplies					
Travel					
Other (Specify)					
Other (Specify)					
Other (specify)					